THE WOODLANDS TOWNSHIP

Board of Directors

SPECIAL BOARD BUDGET WORKSHOP #5

July 31, 2012

MINUTES

THE STATE OF TEXAS § COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in special session, open to the public, on July 31, 2012, posted to begin at 8:00 a.m. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:

Bruce Tough

Vice Chairman:

Peggy Hausman

Secretary: Ed Robb

<u>Treasurer:</u> Gordy Bunch

Directors: Mike Bass

Nelda Luce Blair

Jeff Long

President/General Manager:

Don Norrell

Staff/Advisors:

Alan Benson Mary Connell Karen Dempsey Taunya Jacques Miles McKinney John Powers Monique Sharp

Susan Welbes Renee Williford

1. Pledge of Allegiance:

Chairman Tough led the Pledge of Allegiance to the United States flag and Texas State flag.

2. <u>Call meeting to order;</u>

Chairman Tough called the meeting to order at 8:07 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas.

The roll was then called of the duly elected members of the Board with all members present. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. Receive, consider and act upon adoption of the meeting agenda;

Motion by: Gordy Bunch moved to adopt the agenda as presented.

Second by: Nelda Luce Blair

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	х		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	х		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	х		

4. Recognize public officials;

Chairman Tough recognized the following public officials:

- James Noack-Republican nominee for Montgomery County Commissioner, Precinct 3
- Ryan Gable-Montgomery County Constable-Elect, Precinct 3

Chairman Tough called on Ryan Gable to make a presentation regarding Proposed Budget Amendment #1-Montgomery County Law Enforcement Services which would allow continued funding in the amount of \$115,000 for one full-time warrant officer. Mr. Gable requested that the Board continue this funding in 2013. Some initiatives addressed by Mr. Gable included:

- Proactive approach directed toward crimes involving child pornography;
- <u>Proactive approach directed toward crimes involving travelers/predators who use online communication with youth such as Craig's List;</u>
- Follow up investigation with victims of violent crimes

Board discussion followed. Action will be taken on this item under agenda item #6.

5. <u>Public Comment;</u>

There was no Public Comment.

6. Receive and consider the summary review of the 2013 Budget and five-Year Plan for The Woodlands Township, with proposed budget adjustments;

Chairman Tough called on Don Norrell, President/General Manager of The Woodlands Township, to present an overview of the process to be followed by the Board during presentation of 2013 Budget Amendments Proposed by Board Members. Following Mr. Norrell's comments, Monique Sharp, Assistant General Manager of Finance & Administration for The Woodlands Township, was then called on to present the Proposed 2013 Budget Amendments. Following presentations and discussion of each amendment, the following Board action was taken:

1. Montgomery County Law Enforcement Services;

Following Board discussion, the Board decided to take no action regarding decreasing the 2013 budget by \$115,000 to eliminate funding provided to the Precinct 3 Constable's Office for one full-time warrant officer.

2. Montgomery County Law Enforcement Services;

Motion by: Mike Bass moved to continue funding to the Precinct 3 Justice of the Peace Office for one full-

time clerk position in the amount of \$52,723.

Second by: Gordy Bunch

Board discussion followed.

<u>Amended Motion by:</u> Peggy Hausman amended the motion to continue funding the Precinct 3 Justice of the Peace Office for one full time clerk position in the amount of \$52,723 for one

year only and provide written notice of the Board's decision to Montgomery

County prior to the County's 2014 budget planning.

Second by: Nelda Luce Blair

The amendment was supported by Directors Bass and Bunch. Additional Board discussion followed.

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	X		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

3. Accelerate Schedule for Harris County Law Enforcement;

Motion by: Mike Bass moved to increase the 2013 budget by \$148,685 to accelerate the addition of three

new positions for the Harris County Constable contract from July 2013 to January 2013.

Second by: Gordy Bunch

Board discussion followed.

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

4. Alpha & Omega Mounted Patrol;

Motion by: Mike Bass moved to decrease the 2013 budget by \$140,700 and eliminate the mounted patrol

for Zone 10 that covers the commercial areas located at I-45 and Highway 242.

Second by: Peggy Hausman

Amended Motion by: Mike Bass amended his motion to include focusing Alpha & Omega coverage in the Town Center area. After clarification on the Town Center boundaries, Mr. Bass withdrew his amendment.

Ms. Hausman then asked Mr. Bass to entertain withdrawing his original motion and discuss this item during August when the Alpha & Omega contract comes up for renewal. Mr. Bass did not elect to withdraw his motion. Ms. Hausman then withdrew her second to Mr. Bass' original motion and then Gordy Bunch seconded Mr. Bass' original motion.

Board discussion followed.

Motion failed 2-5.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman		x	
Hausman, Peggy (Vice Chairman)		x	
Robb, Ed (Secretary)		x	
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		

Blair, Nelda Luce (Director)	х	
Long, Jeff (Director)	х	

5. Employee Compensation;

Motion by: Ed Robb moved to include a 3% market adjustment for employee salaries and wages in the

2013 budget effective April 1, 2013.

Second by: Gordy Bunch

Board discussion followed.

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

6. Employee Retirement Benefits;

Motion by: Gordy Bunch moved to reduce retirement benefits for general employees only (not fire

department employees) by reducing the employer's contribution to a 1:1 employer/employee

match up to 7% of eligible compensation open to discussion to amendments to go higher.

Second by: Peggy Hausman

Board discussion followed with comments focused on the need for more analysis and thought on what the impact would be on employees if changes occurred to the current employee retirement benefits.

Amended Motion by: Mr. Bunch moved to amend his original motion to a 1:1 match up to 12%. Following Board discussion, Mr. Bunch increased the match to up to 14 %.

Second by: Peggy Hausman approved Mr. Bunch's changes to his original motion.

Board discussion followed. Don Norrell was asked for his recommendation. Mr. Norrell recommended that the Board retain the existing system.

Amended Motion by: Mike Bass offered an amendment to table this item until 2013 after settling the Fire

Department's retirement benefits and knowing what implications might exist. Additional analysis would allow the Board to see what changes might be made and how they fit into the overall compensation package and how to phase into or im-

plement changes over time.

Second by: Nelda Luce Blair

There was no further discussion on this item. Prior to voting, Director Robb asked the Chair to clarify if the current employee retirement benefit plan would remain in the 2013 proposed budget. The Chair replied that it would remain.

Motion to table passed 6-1.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)		x	
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

7. Accelerate Sports Field Initiative;

Motion by: Gordy Bunch moved to utilize monies from the capital reserve account to increase the 2013 capital budget from \$1,500,000 to \$8,911358 to accelerate the improvement and development of sports fields including the conversion of fields located at Bear Branch Sports Fields and Alden Bridge Sports Park to all-weather turf and the development of five all-weather fields at the North Gosling Complex and/or other locations to be further designated and approved by the Board.

Second by: Jeff Long

Board discussion followed.

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	х		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

8. Fund ORWALL Request;

Motion by: Mike Bass moved to provide funding to ORWALL for the construction of two additional fields to accommodate children ages 6-12 in the amount of \$65,000 annually for a five-year period. The amount will increase to \$75,000 annually if ORWALL is successful in expanding its boundaries to include the Village of Creekside Park.

Second by: None offered

Motion failed due to lack of a second.

9. <u>Infant Changing Stations in Park Restrooms</u>;

Motion #1 by: Mike Bass moved to increase the 2013 budget by \$11,390 to equip 17 park restrooms with

infant changing stations.

Second by: Peggy Hausman

Board discussion followed.

Motion passed 6-1.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x	- 104 -	
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		
Blair, Nelda Luce (Director)		x	
Long, Jeff (Director)	x		
Long, Jeff (Director)	X		

Motion #2 by: Ed Robb moved to increase the 2013 budget by \$44,100 to expand four park restrooms and equip them with infant changing stations.

Second by: Mike Bass-for discussion only

Board discussion followed.

Motion failed 2-5.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman		x	
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)		x	
Bass, Mike(Director)		x	
Blair, Nelda Luce (Director)		x	
Long, Jeff (Director)		x	

10. Facilitate Solutions-One Stop Shopping;

Motion #1 by: Mike Bass moved to include \$32,500 in the 2013 budget for a Customer Service Representative staff position in order to assist residents with resolving other agencies' issues beyond the level of service that is currently provided by existing Township staff.

Second by: Nelda Luce Blair

Board discussion followed.

Motion passed 6-1.

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Note: The Board took no action on Motions #2 and #3 related to item #10 above.

Note: The following item was taken out of order:

19. Staff Addition-Group Sales;

Motion by: Nelda Luce Blair moved to include \$65,000 to fund a Group Sales staff position in the 2013

budget.

Second by: Mike Bass

Board discussion followed.

Motion passed unanimously.

YES	NO	ABSTAIN
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Note: The Board returned to the regular order of 2013 Budget Amendments.

11. Convention & Visitors Bureau (CVB);

Note: Mike Bass submitted three proposals regarding the 2013 CVB Funding and Service Agreement. The Board took action only on the first two proposals as follows:

Motion by: Mike Bass moved to: (1) continue to allow the CVB to receive the full 2% Supplemental Hotel Tax received by the Township budgeted for 2013 at \$1,397,511. Should the actual hotel tax be more or less than this amount, the Township funding to be provided in item two shall be adjusted accordingly and (2) unlike previous years, the Township shall cross charge the salary and benefit cost of Township personnel assigned to support the CVB, either on a full or part time basis. The Township shall provide to the CVB additional funding, estimated to be \$485,648, to offset the financial impact in 2013 of these additional costs.

Second by: Ed Robb

Board discussion followed.

Motion passed 6-1.

YES	NO	ABSTAIN
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12. Expand Trolley Service;

Motion by: Nelda Luce Blair moved to include \$35,000 in the 2013 budget to fund a trial program using a

trolley circulator operation.

Second by: Peggy Hausman

Board discussion followed with comments focused on putting together some type of transportation plan where this item might fit better.

Motion was withdrawn by Director Blair.

No action was taken on this item.

13. Reserve Policies;

Note: It was the decision of the Board to postpone discussion of policies until October 2012.

14. Village of Cochran's Crossing-Streetscape Maintenance;

Motion by: Mike Bass moved to establish a contingency fund in the amount of \$200,000 (4 cycles at

\$50,000) under the control of Don Norrell and John Powers to provide flexibility to perform

needed maintenance more often if circumstances warrant.

Second by: Bruce Tough

Board discussion followed.

Motion failed 3-4.

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15. Village of Indian Springs;

Motion #1 by: Nelda Luce Blair moved to add \$180,000 to the 2013 capital budget to be used over a three

year period (\$60,000 per year) to install solar powered LED or LED-type lights on the front

and back of existing stop signs along the pathway system.

Second by: Peggy Hausman

Board discussion followed.

Motion by: Ed Robb moved to table this item to allow further study through a pilot program that would be

used to gather information regarding budget ramifications.

Second by: Gordy Bunch

There was no further discussion on this item.

Motion to table passed 4-3.

YES	NO	ABSTAIN
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Note: The Board took no action on Motions #2 and #3 related to item #15 above.

16. Board Training and Development;

Motion by: Ed Robb moved to add \$5,000 to the 2013 Board Development budget in order to maintain

funding at the same level as the 2012 budget for training and educational opportunities.

Second by: Gordy Bunch

Board discussion followed.

Motion passed unanimously.

YES	NO	ABSTAIN
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17. Interfaith Funding Request;

Motion by: Nelda Luce Blair moved to include \$50,000 in the 2013 budget to support Interfaith in

providing services to seniors in the community.

Second by: Ed Robb

Board discussion followed.

<u>Amended Motion by:</u> Mike Bass amended Director Blair's motion to focus only on the transportation aspect of Interfaith's request. Director Blair did not accept the amendment to her

motion.

Board discussion followed.

Note: Interfaith's funding request was then broken out into two separate funding areas: transportation and covenant administration, respectively. The following motions reflect the action taken by the Board with regards to Interfaith's funding request.

Amended Motion by: Mike Bass moved to include funding in the amount of \$26,500 in 2013 for Interfaith's senior transportation program.

Second by: Ed Robb

There was no further discussion.

Motion passed 6-1.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		
Hausman, Peggy (Vice Chairman)		x	
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		

Blair, Nelda Luce (Director)	х	
Long, Jeff (Director)	х	

Motion by: Nelda Luce Blair moved to include funding in the amount of \$23,500 in 2013 for Interfaith's

covenant administration program.

Second by: Ed Robb

There was no further discussion.

Motion failed 4-3.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	X		
Hausman, Peggy (Vice Chairman)		x	
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)		x	
Bass, Mike(Director)		x	
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)		x	
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18. Transportation Ad Hoc Committee;

Motion by: Bruce Tough moved to remove funding to The Friendship Center in the amount of \$47,500 and

redirect it to the Transportation Budget.

Second by: Peggy Hausman

Board discussion followed.

Motion passed 5-2.

Directors	YES	NO	ABSTAIN
Fough, Bruce (Chairman	x		
lausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		
Blair, Nelda Luce (Director)		x	
.ong, Jeff (Director)		x	
ong, Jeff (Director)		x	

20. Expand Wi-Fi Capability;

William Pham, IT Director for The Woodlands Township, provided background information on this item and then informed the Board how much it would cost to expand Wi-Fi coverage to additional parks and areas in Town Center. Board discussion followed Mr. Pham's presentation.

Director Bunch pulled this item. No action was taken on this item.

21. Resident Request-Wedgewood Lake Fountain;

Motion by: Peggy Hausman moved to add \$15,000 to the 2013 capital budget to install a fountain in Wedgewood

Lake.

Second by: Bruce Tough

Board discussion followed.

Motion failed 2-5.

ABSTAIN	NO	YES	Directors
		x	Tough, Bruce (Chairman
		x	Hausman, Peggy (Vice Chairman)
	x		Robb, Ed (Secretary)
	x		Bunch, Gordy (Treasurer)
	x		Bass, Mike(Director)
	x		Blair, Nelda Luce (Director)
	x		Long, Jeff (Director)
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22. Resident Request-Pathway along Research Forest from Cochran's Crossing to Millennium Forest;

Motion by: Peggy Hausman moved to add \$32,350 to the 2013 capital budget to construct a pathway

along Research Forest Drive from Cochran's Crossing to Millennium Forest.

Second by: Bruce Tough

Board discussion followed.

Motion passed 4-2 with one abstention.

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23. Community Garden;

Motion by: Nelda Luce Blair moved to add \$20,000 to the 2013 capital budget to fund a community

garden.

Second by: Gordy Bunch

Board discussion followed.

The Board directed staff to include community gardens in the proposals for the upcoming sports filed expansion at Site A (North Gosling) or other sites to be identified.

No vote was taken on this item.

24. Boy Scout Funding Request;

Motion by: Bruce Tough moved to add \$25,000 to the 2013 capital budget to support local scouting units

in The Woodlands.

Second by: None

Amended Motion by: Nelda Luce Blair requested that this item be tabled so that the Board could receive a

presentation and then discuss the request during the 2014 budget process.

Chairman Tough accepted this amendment.

Second by: None

No vote was taken on this item.

7. Receive, consider and act upon adoption of proposed amendments to the 2013 Budget and Five-Year Plan for The Woodlands Township;

The Board adopted the proposed amendments to the 2013 Budget and Five-Year Plan for The Woodlands Township under agenda item #6.

8. Receive, consider and act upon the proposed 2012 debt service tax rate and maintenance and operations tax rate;

The Board recessed at 11:10 a.m. in order to allow time for Ms. Sharp to obtain information on various budget scenarios following the Board action taken on the 2013 Budget Amendments. The Board reconvened in Public Session at 11:39 a.m.

Ms. Sharp provided the Board with information on five different budget scenarios as follows:

- (1) maintain the current rate at .31
- (2) adjust the rate .0025
- (3) adjust the rate .0050
- (4) adjust the rate .0073
- (5) adjust the rate .01

Board discussion followed Ms. Sharp's presentation and then Board action was taken on this item.

Motion by: Mike Bass moved to propose setting the tax rate at .3173 per \$100 valuation and to propose

setting the 2012 debt service tax rate at .0263 and 2012 maintenance and operations tax rate

at .2910.

Second by: Nelda Luce Blair

Board discussion followed.

Motion passed 4-3.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		
Hausman, Peggy (Vice Chairman)		x	
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)		x	
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	х		
Long, Jeff (Director)		x	

9. Receive, consider and act upon dates and times for two public hearings on the proposed 2012 debt service tax rate and maintenance and operations tax rate;

Chairman Tough called on Don Norrell to explain any requirements for public hearings. Mr. Norrell informed the Board that since the proposed tax rate is lower than the effective tax rate there was no requirement to hold public hearings. Mr. Norrell recommended to the Board that it would be favorable to hold public hearings for the benefit of the residents. The dates and times suggested for two public hearings were:

- August 16, 2012 Board Workshop Meeting at 7:30 a.m.
- August 22, 2012 Regular Board Meeting at 6:00 p.m.

Board discussion followed.

Motion by: Ed Robb moved to hold public hearings as part of the regular August Board meetings as

indicated above.

Second by: Bruce Tough

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		****
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		

Long, Jeff (Director)	х	

<u>Public Comment:</u> Steve Leakey encouraged the Board to pursue having meetings with Montgomery County regarding transportation issues and thanked the Board and staff for excellent budget presentations. Regarding an Ad Hoc Transportation Committee, Mr. Leakey requested that the Board consider Village Association participation.

Note: Nelda Luce Blair left the meeting at 11:51 a.m.

10. Board announcements; and

The Board complimented Monique Sharp and her team for their efforts in preparing an excellent 2013 budget and budget workshop presentations. Don Norrell also thanked the entire Finance Department for a job well done.

11. Adjourn

Motion by: Jeff Long moved to adjourn the meeting at 12:13 p.m.

Second by: Nelda Luce Blair

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	х		
Hausman, Peggy (Vice Chairman)	х		
Robb, Ed (Secretary)	х		
Bunch, Gordy (Treasurer)	х		
Bass, Mike(Director)	x		
Blair, Nelda Luce (Director)	absent		
Long, Jeff (Director)	x		



Ed Robb

Secretary, Board of Directors